



## **SAMHD Pandemic Planning Checklist (3/7/06)**

### **1.1 Plan for Impact on your “Business”**

- ☐ Identify Person in Charge (Pandemic Coordinator)
- ☐ Identify essential employees and other critical inputs (materials, suppliers, etc)
- ☐ Maintain accurate call down lists (update quarterly)
- ☐ Identify # Reservists on Staff
- ☐ Identify staff who work at multiple facilities\*\*\*\*\*
- ☐ Identify possible volunteers whose primary commitment is to your clinic\*\*\*\*\*

### **1.2 Plan for the impact on your employees and clients**

- ☐ \*\*\*Allow for employee absences during a pandemic due to factors such as personal illness, family member illness, public transportation closures, etc
- ☐ Implement guidelines to modify the frequency and type of face to face contact (eg handshaking, shared workspaces)
- ☐ Evaluate employee access to and availability of healthcare services, including mental health services
- ☐ Identify employees and clients with special needs
- ☐ Evaluate infection control policies within clinics
- ☐ Obtain adequate supply of N95 masks
- ☐ Educate staff on telephone triage
- ☐ Determine policy for closing clinics
- ☐ Provide education to clients re: potential closing
- ☐ Provide education to clients re: Pandemic Influenza

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### **1.3 Establish Policies to be implemented during a pandemic**

- Establish policies for employee compensation and sick-leave absences unique to a pandemic (non-punitive, liberal leave) including policies on when a previously ill person is no longer infectious and can return to work
- Establish policies for a flexible worksite and flexible work hours
- Establish policies for preventing influenza spread (promote respiratory hygiene)
- Reassignment of high-risk staff (pregnant women, immuno-compromised) to low-risk activities

### **1.4 Allocate resources to protect your employees and clients during a pandemic**

- Provide sufficient and accessible infection control supplies
- Ensure availability of medical consultation
- Establish Triage Procedures for Clinics
  - Accessible Call line for telephone triage
  - Separate waiting areas?
  - Provide N95 masks?

### **1.5 Communicate and educate your staff**

- Disseminate materials covering pandemic fundamentals (staff meetings), personal and family protection and response strategies (hand hygiene, coughing/sneezing)
- Anticipate staff fear and anxiety, rumors, misinformation. Plan communications accordingly
- Establish a schedule for training/educating of staff
- Cross train clinical staff to provide essential services
- Inter-division: Cross train non-clinical staff to provide assistance to clinical staff